



GENERAL SERVICES ADMINISTRATION AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information terms and conditions, up to date pricing and the option to create an electronic delivery order is available through GSA Advantage!TM, a menu-driven database system. The internet address for GSA Advantage!TM is;
<http://www.GSAAdvantage.gov>

Schedule for:

Professional Services Schedule (PSS)

Translation Services (SIN 382-1 & 382-1RC)

Interpretation Services (SIN 382-2 & 382-2RC)

Comprehensive Linguistic Analytical Support Services (CLASS) – (SIN 382-4 & SIN 382-4RC)

Services for the Visual and Hearing Impaired – (SIN 382-5 & SIN 382-5RC)

Industrial Group: 00CORP

Class R499

Contract Number: GS-10F0256S

Contract Period: May 11, 2011 – May 10, 2016

Business Size: Small Business

Supplement No: PS0024 Dec. 23, 2015

Contract Administrator:

Alex Shurchin/Chief Operating Officer

PH: 718-237-8919

Email: ashurchin@lis-translations.com

Awarded the authority to provide Disaster Recovery Purchasing



Schedule
Contract: GS-10F0256S



Legal Interpreting Services General Contract Fact Sheet

1a. Table of Awarded Special Item Numbers (SIN): 382-1 Translation Services 382-2 Interpretation Services 382-4 CLASS 382-5 Visual and Hearing Impaired, Disaster Recovery SINs: 382 1RC, 382 2RC, 382 4RC, 382 5RC		
1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price and cite the areas to which the prices apply.		
2. Maximum Order: \$1,000,000	3. Minimum Order: \$100	
4. Geographic Coverage (Delivery Area): Domestic and Overseas		
5. Point(s) of production (city, county, and state or foreign country): Same as company address		
6. Discount from list prices or statement of net prices: Government net prices (discounts already deducted)		
7a. Quantity Discounts: None Offered	8a. Prompt Payment Terms: None Offered	
9a. Notification that Government Purchase Cards are accepted at or below the micro-purchase threshold: Yes		
9b. Notification whether Government Purchase Cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$2,500		
10. Foreign Items: None	11a. Time of Delivery: Specified on Task Order	
11b. Expedited Delivery: Contact Contractor	11c. Overnight and 2-day Delivery: Contact Contractor	
11d. Urgent Requirements: Contact Contractor	12. F.O.B Point(s): Destination	13a. Ordering Address(es): Same as company address
13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).		
14. Payment Address(es): Same as company address		15. Warranty Provisions: Contractor's standard commercial warranty
16. Export Packing Charges: N/A		17. Terms and conditions of Government purchase card acceptance: Contact Contractor
18. Terms and conditions of rental, maintenance and repair: N/A		19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A		
20a. Terms and conditions for any other services: N/A		21. List of services and distribution points: N/A
22. List of participating dealers: N/A		23. Preventive maintenance: N/A
24a. Special attributes such as environmental attributes, e.g., recycled content, energy efficiency and/or reduced pollutants: N/A		
25. Data Universal Numbering System (DUNS) number: 96-5603293		26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered



Legal Interpreting Services

26 Court Street, Ste 1005, Brooklyn, NY 11242 • P: 718-237-8919 • F: 718-237-0956

www.lis-translations.com

Delivering Excellence for over 20 Years

Legal Interpreting Services, (LIS), a **Federal (8(m))**, **New York City and New York State Woman-Owned Small Business** with over **seventeen years** of expertise providing language services to Federal, State, and Local Government agencies, is a full service language company specializing in:

Document Translation	Document/Media Exploitation
Website and Software Localization	Intelligence Analysis
Onsite Interpretation	Role Playing
American Sign Language	Cultural Consulting
24x7x365 Telephonic Interpretation	Language Training
Audio/Video Transcription	Language Instruction
Voice-Overs and Subtitling	Quality Control and Program Management
Desktop Publishing	Title III Monitoring

LIS exemplifies leadership in the linguistic support industry by providing well-crafted and timely linguistic services, highly competitive prices and 24-hour customer and management support services. LIS holds a GSA Language Service Schedule (GS-10F0256S), and is a member of the American Translation Association (ATA), as well as an approved vendor for the Unified Court System for language services. LIS is headquartered in Brooklyn, New York, where we currently hold TS Facility Clearance and we also maintain a virtual program office in Washington DC.

LIS' vast experience providing qualified, tested and certified linguists is what sets us apart from other language service providers. Staffed with over **10,000** nation-wide vetted and trained linguists and 26 full and part time employees, LIS completes over **200,000 hours of language services** annually in **over 200 languages**.

Our Competitive Advantage is our Experience

In nearly two decades of service LIS has developed a strong core of contract-based clients ranging from federal, state and local government agencies to Fortune 500 companies. In the last several years this core has grown exponentially. Some of our federal clients include:

Federal Clients	Services
Bureau of Public Debt	Document and Website Translation , American Sign Language, Onsite Interpretation, Cultural Consulting, Language Training
Centers of Medicare and Medicaid Services	Translation, DTP, Website and document localization, Consulting/Analysis
Executive Office for Immigration Review	Immigration Court Interpretation
Federal Bureau of Investigation	Document Translation, Interpretation, Cleared Linguistic Support Services and Title III Monitoring
Federal Department of Education	Document Translation, Onsite Interpretation
Immigration and Customs Enforcement	T III Monitoring, Translation, Transcription and Interpretation
INSCOM DLITE	CONUS and OCONUS Translation and Interpretation Support, Intelligence Analysis
Internal Revenue Services	American Sign Language
National Endowment for the Humanities	Document Translation, Onsite Interpretation
National Labor Relations Board	Document Translation, Onsite Interpretation
National Security Agency	CONUS and OCONUS Linguistic Support, Intelligence



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	Analysis
National Virtual Translation Center	Document Translation , DOCEX, DOMEX, Intelligence Analysis, Linguistic Support, QC Management
Securities and Exchange Commission	Document Translation, Onsite Interpretation, Transcription
Social Security Administration	Interpretation Services
U.S. Marine Corp Forces Special Operations Command	Language Instruction, Cultural Training, Role Player Support
U.S. Air Force	Document Translation, Desktop Publishing
U.S. Attorney's Office	Document Translation, Onsite Interpretation, Transcription
U.S. Coast Guard	OCONUS Linguistic Support, Analytical Support, Cultural Consulting, Onsite Interpretation, Telephonic Interpretation
U.S. Customs and Border Patrol	Equipment Management and Support
U.S. Fish and Wildlife Services	Document Translation, Desktop Publishing
U.S. Military Academy	Strategic Role Playing, Cultural Consulting, Language Training, Onsite Interpretation
U.S. Small Business Administration	Document Translation, Transcription
U.S. Bureau of Prisons	Onsite Interpretation
U.S. Citizenship and Immigration Services	Document and Website Translation, American Sign Language Services
U.S. Special Operations Command	Language Instruction, Cultural Training

Technology

LIS is fully equipped with software and hardware to handle all government translation and interpretation project requests. Our custom language management system, Plunet allows us to share customer and project information safely and effectively with our staff, vendors and customers. This allows for effective transmission of information from one resource to another. Our system is designed to handle everything from client information, project description, resource information, translator/interpreter information and billing information. LIS is equipped with all Windows and MAC software for Desktop Publishing projects.

LIS is also equipped with Translation Memory (TM) and Glossary Software, SDL Trados. To ensure translation consistency throughout the course of an entire project, LIS uses TM software that stores and reuses text produced by human linguists. This software allows our translators to reuse content through revisions and updates. TM should not be confused with machine translation, a type of software that produces the actual translation. Instead TM stores a translated word, sentence and/or phrase in its system using a specific database for each project. This process allows the translator to reuse reoccurring text with acute consistency ensuring precision and fluidity. The benefits of TM to clients are:

- ***Increases quality of translation as the same terminology and descriptions are used throughout translated material across the company***
- ***A considerable reduction in turnaround time as translators do not re-translate every repeated sentence or paragraph***

Quality Assurance

LIS has implemented quality assurance procedures that guarantee precise language product and reliable customer service. The following are approaches and tools used by LIS to ensure quality control.



- **Translation-Edit-Proof (TEP)** – LIS' translation teams are comprised of translators, editors and proof readers to assure the highest quality possible. Each tier works independently of one another. They continuously consult with each other until all parties agree on the final product. Once complete, the document is reviewed by the project manager and is sent to the client for approval. If revisions are necessary, the project manager and the translation team work with the client until the client is completely satisfied with the final product.
- **Quality Control Tools** - In addition to TEP, LIS also uses TM to ensure quality control. Once the translation is complete the project manager utilizes the tool's quality control feature to find any unnecessary variations of text between the translation, the TM and the glossary. If such variations exist the project manager works with the translation team to resolve the issue.

Disaster Recovery

LIS has implemented a disaster recovery plan that ensures business continuity within 1 hour of an event. The plan includes:

- **Redundancy** - LIS has a remote site located in Brooklyn, New York that contains the necessary infrastructure, software and hardware to sustain regular business operations.
- **Data Backup** – The remote site contains all current and historical information.
- **Recovery** – LIS' management team and necessary resources are on call 24/7 to ensure complete recovery of day to day business operations.

Throughout the year management and staff run rehearsals ensuring that the implemented disaster recovery plan functions smoothly and efficiently. Because our translators and interpreters work remotely, language services will continue to be provided with minimal interruption.

In case of an unlikely event that causes day to day operations to halt, LIS' response is:

- Detecting the Disaster
- Notifying Staff and Language Consultants
- Activating Remote Site
- Notifying Clients

Confidentiality and Code of Conduct

LIS adheres to the Code of Professional Conduct and Business Practice established by the American Translators Association. Additionally, our linguists sign a confidentiality agreement prior to being hired.

Translation Services (SIN: 382-1)

LIS is committed to providing its clients with multilingual translation services that are accurate, clear and culturally and politically sensitive to the target audience. The translators, proofreaders and editors we assign to each project are native speakers, hold at least a Bachelors Degree and are accredited and ATA certified. They also have extensive training and work experience in specific subject matters and have 5 or more years experience translating in a specified language pair.

Our project managers are assigned to maintain quality and objectivity. They are responsible for quality control, timely delivery of each project and client/translation team communication. They are trained and experienced in the latest language software (i.e. Trados, SDLX, Déjà vu) and possess at least 5 years of project management experience and at least 2 years experience within the language industry.

Our services include but are not limited to the translation of business, legal, marketing, medical, multimedia (internet, audio and video), software localization and website localization.



In addition to translation, LIS offers the following services:

- **Editing** – Our linguist will review your original source text as well as the text translated by another party. Comments and suggestions are made and if necessary, translations are changed to ensure accuracy and cultural sensitivity.
- **Proofreading** – Our proofreaders will review your formatted and translated materials. They make certain that the translations are accurate, complete, and formatted correctly, without error.
- **Transcription** – Our transcribers examine your source audio/video and record the text with precision.
- **Desktop Publishing (DTP)** - Our DTP team is equipped with the latest PC and Mac hardware and software to provide any type of desired file formats and/or layouts including QuarkXPress, Adobe Illustrator and Photoshop, Microsoft Publisher and InDesign.
- **Web Design/Programming** – Our programmers provide localization, coding and testing if required.

As part of our translation fees, our clients receive TEP services and project management.

Interpretation Services (SIN: 382-2)

LIS provides professional and experienced interpreters to assist with communication between English and non-English speakers. The role of the LIS interpreter is to provide consecutive or simultaneous oral interpretation that is accurate, clear and culturally sensitive. Our interpreters are highly qualified, extensively trained and professional. Each exemplifies our high standards within their specific field of expertise. LIS sets the bar in interpretation employing graduate level language professionals. Our interpreters are certified with three or more years of simultaneous and/or consecutive experience.

Simultaneous interpreting is real-time interpreting: clients speak naturally, without pause in the source language. The interpreter converts the speech into the target language and delivers it to the audience using audio equipment in real-time, voices overlapping. Simultaneous interpreting is the only way to provide a running rendition of everything said by a speaker without requiring the speaker to stop after every sentence. It is designed for a large audience and public speakers.

Consecutive interpreting involves a pause in language conversion: the client speaks in the source language, pausing at the end of each sentence. The interpreter converts the speech into the target language and delivers it to the audience. This process is repeated until the project is complete. This mode is used for Q & A of non-English speakers, and requires more waiting time. It is ideal for legal proceedings like Examinations Before Trial (EBT's)

As part of our interpretation fees, our clients receive LIS project management

Comprehensive Linguistic Analytical Support Services (SIN: 382-4)

In addition to translation and interpretation services, LIS provides the federal government with comprehensive language services in support of local, national, or global requirements that support the missions of military, law enforcement, homeland and national security organizations among others. Services include but are not limited to: Collecting, translating/interpreting and delivering mission related data; performing data analysis; cultural consulting; role-playing; Title III monitoring and intercepts; interview support, preparing related reports and assessments; forensic processing; screening/gisting; related project/program management and control for linguist screening and, recruitment; logistical coordination; site supervision and quality control of all related services. Linguists with security clearances are included in the above mentioned services.



Services for the Visual and Hearing Impaired (SIN: 382-5)

Services under this SIN enhance the accessibility and availability of the spoken and written word by those who are visually and/or hearing impaired. Sign Language Services include ASL/English, Manually Coded English, Pigeon Signed English (PSE), Contact Sign, International Sign. Other services include Closed Captioning, Voice-overs, Textbook or Audio Script Translation, Website (HTML) and Online Document Translation with typesetting services, Telephone Services (TDD and TTY), Close-Captioning, Deaf Interpreting, Tactile, and Cued English Transliteration. Braille, Text Adaptation, and Section 508 Compliant Language Services are also provided under this SIN. Products may be offered under this SIN that compliment the services outlined to provide a total solution for full accessibility of all forms of communication.



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GSA Price List (SIN: 382-1) – Translation Services *

Category	LIS Rates
	<i>Per word/Per Hour</i>
Group 1 – Spanish	\$0.15
Group 2 - Arabic, Armenian, Farsi, French Creole, French, Hebrew, Italian, Mandarin, Russian, Turkish, Urdu, Dari	\$0.22
Group 3 - Albanian, Bengali, German, Greek, Japanese, Korean, Polish, Portuguese, Punjabi	\$0.24
Group 4 - Dutch, Fulani, Gujarati, Hindi, Hungarian, Pashto, Romanian, Slovak, Tagalog, Thai, Vietnamese, Bosnian	\$0.26
Group 5 – Aramaic, Danish, Hmong, Ibo, Ido, Macedonian, Serbo-Croatian, Somali, Twi, Ukrainian, Indonesian	\$0.26
Group 6 – Burmese, Cambodian, Czech, Hausa, Tibetan, Amharic, Chin, Kinyarwanda, Nepali, Sgaw Karen, Swahili, Tigrinya, Khmer	\$0.32

***Translation services require a 1,000 word minimum project.**

GSA Price List (SIN: 382-1) – Transcription Services

Category	LIS Rates
	<i>Per Hour</i>
Group 1 – English	\$25
Group 2 – Spanish	\$55
Group 3 – Chinese(Mandarin), Haitian Creole, Hindi, Polish	\$72
Group 4 – Italian	\$70

GSA Price List (SIN: 382-1) – Desktop Publishing Services

Category	LIS Rates
	<i>Per Hour</i>
Group 1 – DTP	\$50



GSA Price List (SIN: 382-2) – Interpretation Services

Category - Consecutive	LIS Hourly Rates	LIS Daily Rates
Group 1- Spanish	\$50	\$360
Group 2- French Creole, French, Hebrew, Italian, Polish, Yiddish	\$69	\$552
Group 3 - Albanian, Arabic, Armenian, Bengali, Cambodian, Cantonese, Czech, Dutch, Farsi, Finnish, Fuzhou, Fulani, German, Greek, Gujarat, Hausa, Hindi, Hungarian, Kikongo-Congolese(Fioti), Korean, Mandarin, Pashto, Portuguese, Russian, Serbo-Croatian, Slovak, Swahili, Swedish, Teluga, Thai, Toisanese, Turkish, Urdu, Dari	\$83	\$650
Group 4 - Bambara, Japanese, Lithuanian, Macedonian, Malayalam, Mandingo, Tagalog, Twi, Vietnamese, Wolof, Yoruba	\$81	\$648
Group 5– American Sign Language, Indonesian	\$90	\$706
Category - Simultaneous	LIS Hourly Rates	LIS Daily Rates
Group 6 - Spanish	\$70	\$560
Group 7 – French	\$75	\$600
Group 8 – Polish	\$95	\$760
Group 9 – Russian, Hindi, Italian	\$100	\$800
Group 10 – Ukrainian, Haitian Creole, Serbo-Croatian, Romanian, Punjabi, Albanian, Portuguese, Greek, Hebrew	\$105	\$840
Group 11 – Arabic, Bengali, Chinese(Cantonese/Mandarin), Urdu, Korean, Dutch, Farsi, Fuzhou, German, Slovak, Somali, Swedish, Dari	\$110	\$880
Group 12 – Twi, Soninke, Pashto, Japanese, Vietnamese, Turkish, Armenian, Wolof, Yiddish, Romani, Luganda	\$115	\$920
Group 13 – Burmese, Mandingo, Tibetan, Fulani, Hungarian, Thai, Bamabara, Cambodian, Czech, Ga, Hausa, Ibo, Lithuanian, Macedonian, Swahili, Malayalam, Tagalog, Telegu, Yoruba	\$120	\$960

- As part of our interpretation fees, our clients receive LIS project management
- Group 1 – Group 4 require a 2-hour minimum for hourly assignments
- Group 5 requires a 3-hour minimum for hourly assignments with a 2 person team
- Simultaneous interpretation and American Sign Language assignments require a 2-person team per language.



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GSA Price List (SIN: 382-2) – Telephone Interpretation Services

Category – Telephone Interpretation	LIS Rates
	(per minute)
Arabic, Albanian, Croatian, Spanish, Punjabi, Bengali, Korean, Polish, Cantonese, Mandarin, Russian, French, French Creole, Urdu, Polish, Romanian, Tagalog, Greek, Cambodian, Italian, Japanese, Mandinka, Sinhalese, Tamil, Vietnamese, Hungarian, Wolof, Bangladeshi, Farsi, Portuguese, Hindi, Turkish, Pashtu, Chinese(Toishanese)	\$1.39

GSA Price List (SIN: 382-4) – CLASS

Category -	LIS Hourly Rates
<i>Group 1 – Linguist I – Non-Cleared</i>	\$80
<i>Group 2 – Linguist II – Secret</i>	\$100
<i>Group 3 – Linguist III – Top Secret</i>	\$105

GSA Price List (SIN: 382-5) – Services for the Visual and Hearing Impaired

Category -	LIS Hourly Rates
<i>Group 1 – American Sign Language</i>	\$90

➤ Group 1 requires a 3-hour minimum for hourly assignments with a 2 person team

A Danger pay and/or Hardship Post differential of up to the Department of State maximum allowable percentage for Afghanistan, Iraq, Oman, Jordan, Qatar, Kuwait and the United Arab Emirates is authorized under this contract. Awarded labor category and prices are applicable to overseas work

The Service Contract Act is applicable to this contract as it applies to the entire Language Services and all services provided. While no specific labor categories have been identified as being subject to the SCA due to exceptions for professional employees this contract still maintains the provisions and protections for SCA eligible labor categories. If and when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA Matrix identifying the GSA labor category titles, occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.